

**MONTGOMERY
COUNTY
INTERMEDIATE
UNIT #23**

SECTION: PUPILS
TITLE: STUDENT RECORDS
ADOPTED: JANUARY 27, 2010
REVISED:

216. STUDENT RECORDS	
<p>1. Purpose</p>	<p>The educational interests of students require the collection, retention, and use of data and information about individual students and groups of students. The welfare and progress of students is inextricably related to the thorough and efficient maintenance of student records.</p> <p>It is no less the interest of the Intermediate Unit to protect the right of each of its students against an unwarranted invasion of privacy. The primary purpose of student recordkeeping shall be the educational welfare and advancement of the student.</p>
<p>2. Authority SC 1305-A 1306-A, 1402 1409, 1532 1533</p> <p>Title 22 Sec. 4.52, 12.31, 12.32, 15.9 20 U.S.C. Sec. 1232g 34 CFR Part 99</p>	<p>The Board recognizes its responsibility of compilation, retention, disposition and security of student records. The Board also recognizes the legal requirement to maintain confidentiality of student records.</p> <p>The Board shall adopt a comprehensive plan for the collection, maintenance and dissemination of student records that complies with federal and state laws and regulations and state guidelines. Copies of the adopted student records plan shall be maintained by the Intermediate Unit and revised as required by changes in federal or state law.</p> <p>The Board requires that parents/guardians and eligible students eighteen (18) years and older be notified upon enrollment and annually of the policies and procedures of the Intermediate Unit regarding student educational records, the data collected through representational consent, the conditions for disclosure of information, access rights of parents/guardians or eligible students to student records, and notice of where the student records policy may be obtained.</p>
<p>3. Delegation of Responsibility</p>	<p>The Executive Director or designee shall be responsible for implementing and monitoring the adopted student records plan which meets all legal requirements.</p> <p>The designated administrator shall establish safeguards to protect the student and his/her family from an invasion of privacy when collecting, retaining and disseminating student information and providing access to authorized persons.</p>

<p>Title 22 Sec. 12.31</p>	<p>Intermediate Unit staff shall compile only those educational records mandated by federal and state laws and regulations.</p> <p>Copies of the student records plan shall be submitted to the Department of Education upon request of the Secretary.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1305-A, 1306-A, 1402, 1409, 1532, 1533</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.52, 12.31, 12.32 14.121, 15.9</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Family Educational Rights and Privacy, Title 34, Code of Federal Regulations – 34 CFR Part 99</p>
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